

SACSA By-Laws (proposed amendments – August 2017)

ARTICLE VII. NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee. The Executive Council shall elect a Nominating Committee which shall consist of not more than five (5) nor less than three (3) regular Association members in good standing.

Section 2. Procedure. Nominations and election procedures shall be as prescribed in these By-laws and the SACSA Policy Manual. Additional procedures as necessary may be established by the Nominating Committee and approved by the Executive Council.

Section 3. Nominations. Approximately ninety (90) days prior to the annual conference, the Nominating Committee shall call for nominations from the membership for positions to be filled (President-elect, Vice Presidents, Members-at-Large). The call for nominations shall be publicized by email, on the Webpage and through other electronic media. In creating a pool of nominees, the Committee is not limited to those received from the membership; no member of the Committee, however, shall be eligible for nomination. In selecting nominees for the ballot, the Committee shall consider qualifications for office, including Association participation and performance, as well as representation of membership (gender, race, ethnicity, sexual orientation, intuitional type (private and public) and geographic areas of the SACSA region). The Committee shall make every effort to select a minimum of two (2) candidates to be placed on the ballot for each position.

When possible, no later than forty-five (45) days prior to the annual conference, the Committee shall submit the slate of candidates with background information on each to the, the Executive Director of the Association, and the Executive Council. The background information shall be in a consistent format for all candidates, and shall be used in the online voting process described below.

The Vice President for Marketing and Outreach, coordinating with the Executive Director of the Association shall make arrangements for an online election process to be carried out by utilizing ~~the SACSA Website~~an online platform approved by the Executive Council. The process shall ensure that only members in good standing as of September 15 prior to the election can cast votes.

Section 4. Balloting. No later than thirty (30) days prior to the annual conference, the Webmaster shall initiate the voting process on ~~the SACSA Website~~an online platform approved by the Executive Council. The online ballot shall contain the background information on each candidate developed by the Nominating Committee. Voting shall cease no later than ten (10) days prior to the annual conference.

Section 5. Certification of election results. The Executive Director of the Association shall have primary responsibility to ensure that elections are carried out in a manner that provides ample opportunity for the registered membership to cast votes, and that the votes are accurately counted and reported to the Executive Committee. To this end, the Executive Director will work with the

Chair of the Nominating Committee, and the Vice President for Marketing and Outreach as described in Section 3 above.

After voting has been completed (and no later than nine days prior to the annual conference), the SACSA Webmaster (or designee) shall send a report to the Executive Director that details the results of the election. ~~This report shall be in a format that enables comparison of the number of votes cast with the names of members who voted, yet does not identify how members voted.~~ No later than five days prior to the annual conference the Executive Director shall either (1) certify that the election results are valid, or (2) identify any inconsistencies that may be evident. If the results are valid, the Executive Director shall report the election results immediately to the President for appropriate notification to others.

In the event of a tie between candidates for a particular position after the Executive Director has certified the election results, the Executive Council shall decide the outcome of the election. If any member of the Executive Council is one of the candidates on the ballot involved in the tie, that individual shall abstain from participating in the Executive Council's process for deciding the outcome of that particular election.

In the case of minor inconsistencies, the Executive Director shall attempt to resolve the issues and certify the election results as soon as possible. If major inconsistencies are noted, the Executive Council shall be notified as soon as possible, and the Council shall determine how to resolve the issues.

Section 6. Announcement of Election. As soon as possible after certification of the election results by the Executive Director of the Association, and prior to the annual conference if possible, the Vice President for Marketing and Outreach shall announce the results of the election through Online Media. In addition, the election results shall be announced at the opening business session of the annual conference.